Recruitment Management System (RMS)

User Manual

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1

What is Recruitment Management System (RMS)?

Recruitment Management System (RMS) is an online recruitment system which can be accessed by corporate recruiters via web browsers anytime.

RMS provides a powerful, effective and efficient recruitment platform for users to reach quality candidates in JobsDB's vast resume database fast and accurately.

The system offers sophisticated features such as real-time online job posting management, candidate search and candidate management. What's more, a powerful filtering technology is incorporated to let HR professionals screen out unqualified candidates and reduce their workload. With the Candidate Alert technology and customizable searching criteria, the system will automatically search the database for the newly registered job seekers and alert the users to ensure that they will not miss out on any talents.

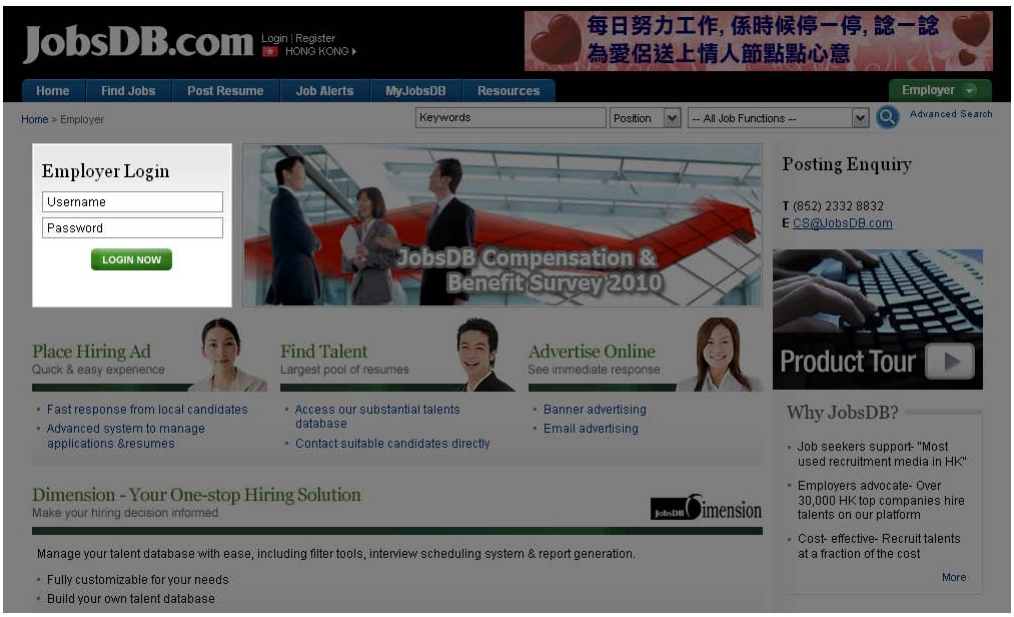
2

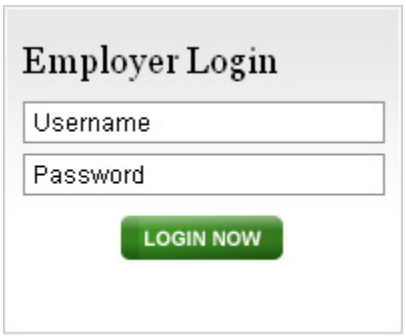
Login/ Logout RMS

Employer Login

Go to **Employer** and enter your username and password in the **Employer Login** section

Click on the **LOGIN NOW** button.

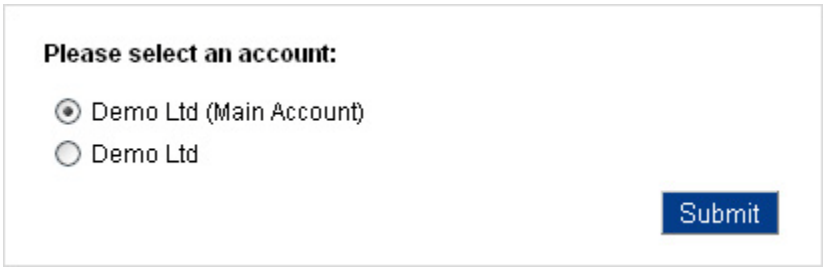




Main Account Login

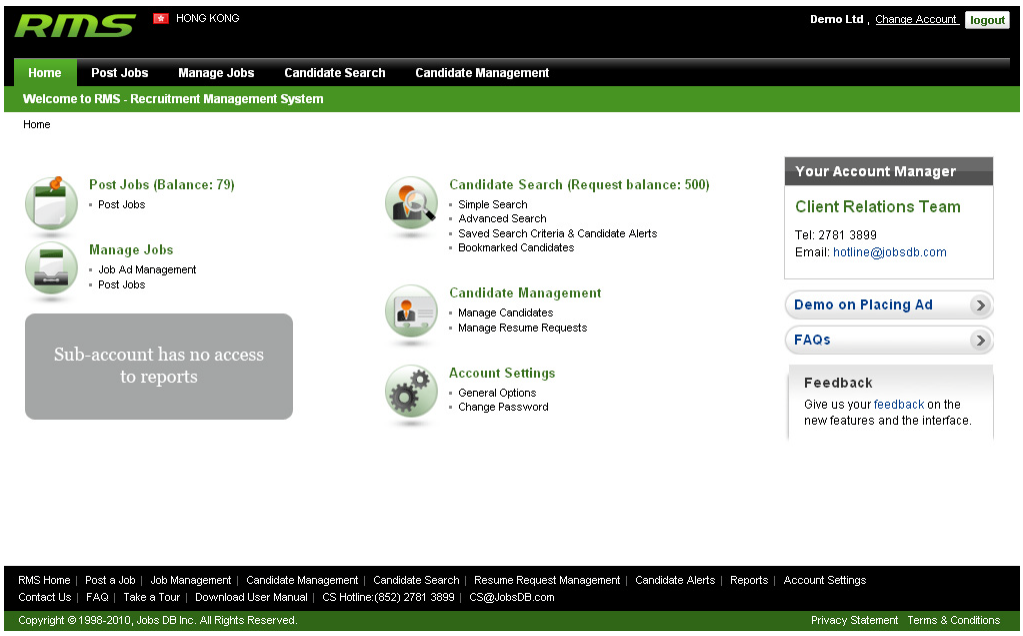
If you login RMS as a main account user and your company has one or more sub-accounts, you will be given an account selection page.

Any actions you perform during the session will be logged with your main account user identity.



Sub-Account Login

If you login RMS as a sub-account user, you can only be able to manage the job application, resume request, candidates' resume and other account setting records of the sub-account. Any actions you perform during the session will be logged with your sub-account user identity.


RMS
HONG KONG
Demo Ltd , Change Account logout
Home
Post Jobs
Manage Jobs
Candidate Search
Candidate Management
Welcome to RMS - Recruitment Management System
Home
Post Jobs (Balance: 79)
Post Jobs
Manage Jobs
Job Ad Management
Post Jobs
Sub-account has no access to reports
Candidate Search (Request balance: 500)
Simple Search
Advanced Search
Saved Search Criteria & Candidate Alerts
Bookmarked Candidates
Candidate Management
Manage Candidates
Manage Resume Requests
Account Settings
General Options
Change Password
Your Account Manager
Client Relations Team
Tel: 2781 3899
Email: hotline@jobsdb.com
Demo on Placing Ad
FAQs
Feedback
Give us your feedback on the new features and the interface.
RMS Home | Post a Job | Job Management | Candidate Management | Candidate Search | Resume Request Management | Candidate Alerts | Reports | Account Settings
Contact Us | FAQ | Take a Tour | Download User Manual | CS Hotline:(852) 2781 3899 | CS@JobsDB.com
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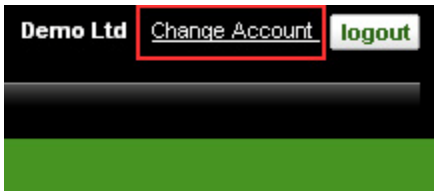
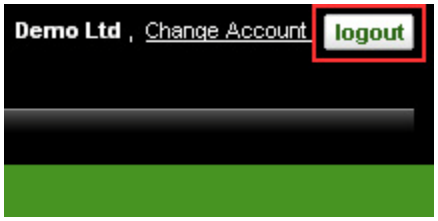
Change Account

If you login RMS as a main account user and your company has one or more sub-accounts, you may log into another sub-account or the main account by clicking the **Change Account** link on the top right corner of the page. You should then see the account selection page again:



Logout RMS

To logout from RMS, click the **Logout** link on the top right corner of the page:

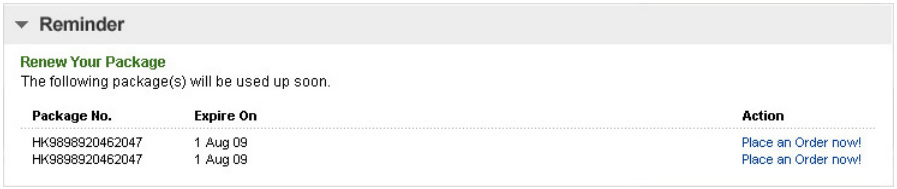


RMS Homepage

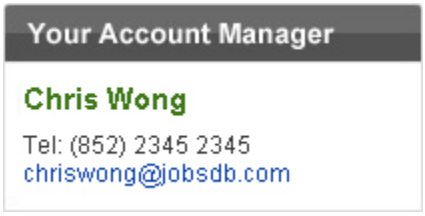
This is the RMS homepage after login. There are six main tabs on this page.

- Post Jobs
- Manage Jobs
- Reports (main account user ONLY)
- Candidate Search
- Candidate Management
- Account Settings

Reminder section appears on the top of the screen when the expiry date of the services purchased is approaching. It will display information about the expiry date of the services purchased and the message from JobsDB.

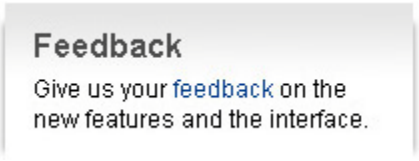


Your Account Manager section shows the representative of JobsDB serving you.



Download User Manual section allows you to download a PDF version of this User Manual.
Demo on Placing Ad section shows you a demo video on posting job ads.
FAQs section links to the Frequently Asked Questions section.

Feedback section allows you to give comment on the website and our services.



Post Jobs

If your company has purchased at least one job posting package from JobsDB, you will be able to post jobs on the JobsDB website anytime you want.

Manage Jobs

You can manage anything related to the existing job ad and also post new job ads.

Reports (main account user ONLY)

In this section you can check all kinds of account information and the usage history.

Candidate Search

You can perform candidate search on simple or advance mode, setting up candidate alerts and finding the bookmarked candidates.

Candidate Management

Manage candidates and resume requests.

Account Settings

You can change company information, email template and the password here.

3

Post Jobs

Post a Job

Package selected

Shows you which package the credit will be deducted from.

Job post at

Choose the region in which the job ad will be posted.

Retrieve job info from existing ad

Select an existing job to copy the details to the new job ad, hence to reduce the time to fill in all the information again.

*Package selected : 1000 Job Postings Select another package
Job post at : Hong Kong
Retrieve job info from existing ad : Select

Company Logo

Contact JobsDB account manager if you would like to add company logos for the job ad.

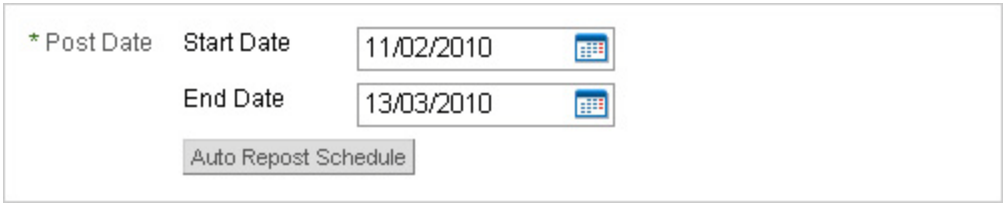
Job Function

Choose the most relevant job function (maximum three options).

Location
Tell the job seekers where the job is located.

Auto Repost Schedule

For each reposting, it will appear at the top of the Job Listings for wider exposure and a job alert email will be sent, resulting in higher response. One job posting credit will be deducted for every job reposting. (maximum 5 reposts).



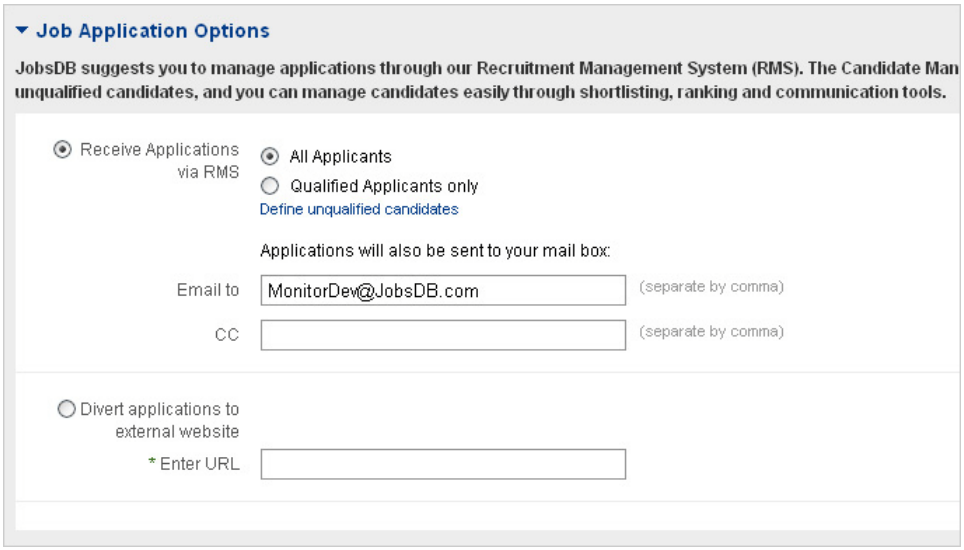
Relevant Keywords
These will be the keywords that job seekers might use to find jobs. You can specify multiple keywords with commas ",".

Email to/Receive resumes from
Specify the recipient's e-mail address for receiving job applications and you can define the criteria of qualified applications.

CC
Application emails can be received by more than one party.

Divert applications to external website

Client may redirect all applicants to their own corporate web site by filling in a URL.


Job Application Options
JobsDB suggests you to manage applications through our Recruitment Management System (RMS). The Candidate Man
unqualified candidates, and you can manage candidates easily through shortlisting, ranking and communication tools.
Receive Applications via RMS
All Applicants
Qualified Applicants only
Define unqualified candidates
Applications will also be sent to your mail box:
Email to
MonitorDev@JobsDB.com
(separate by comma)
CC
(separate by comma)
Divert applications to external website
* Enter URL

Save as Draft

Allow users to save new job postings as Draft and post/activate at a later stage.

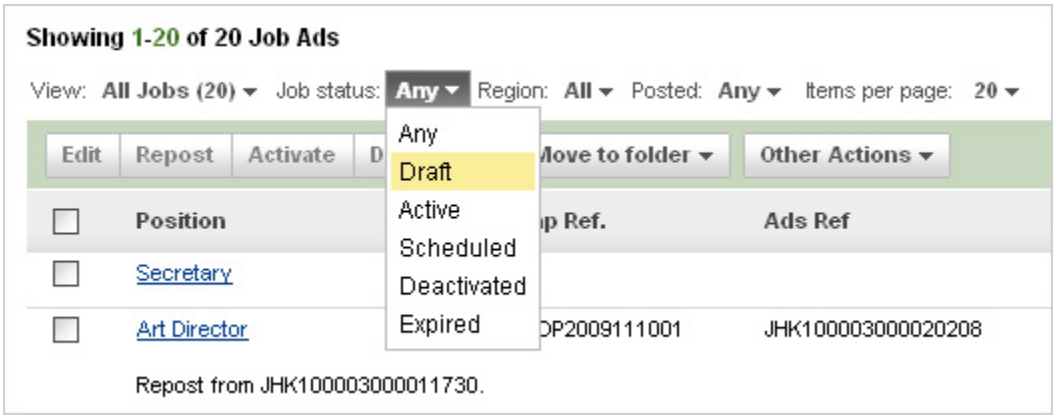
4

Manage Jobs

In the Job Management index page, you will see a list of your job posting records and their statuses.

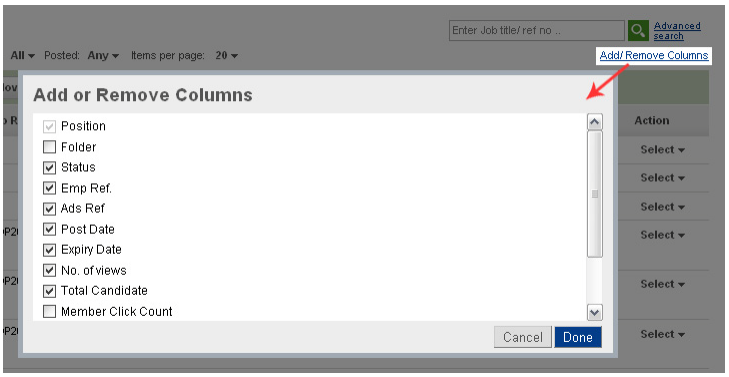
Filter Jobs

You can make use of the filter drop-down menus for finding things you want.



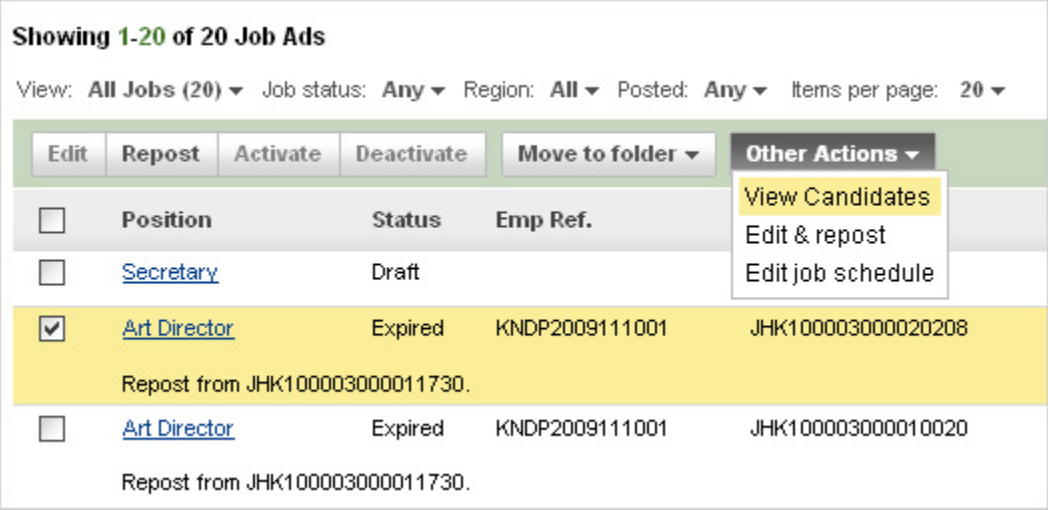
Tailor-made Views

To have your very own tailor-made view of your job postings, use the **Add/Remove Columns** function.



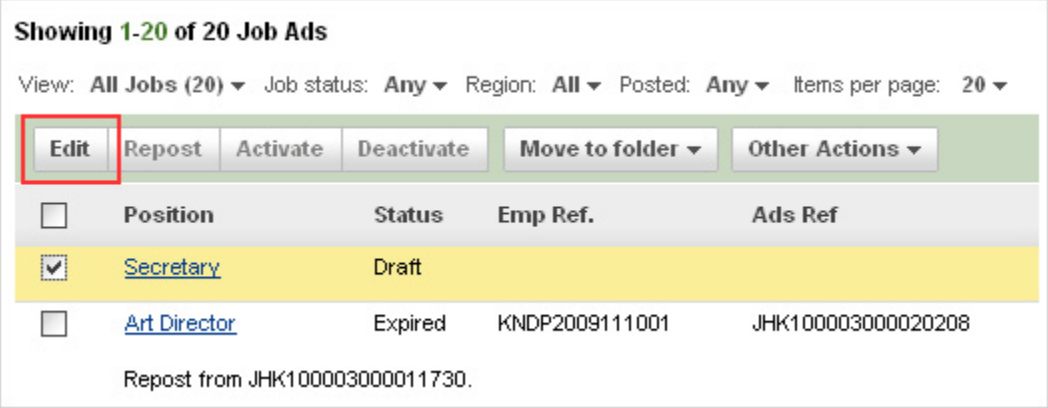
View Candidates

You can view the job application and approved resume request records by checking the job ads Under the **Other Actions** menu, click the **View Candidates** item.



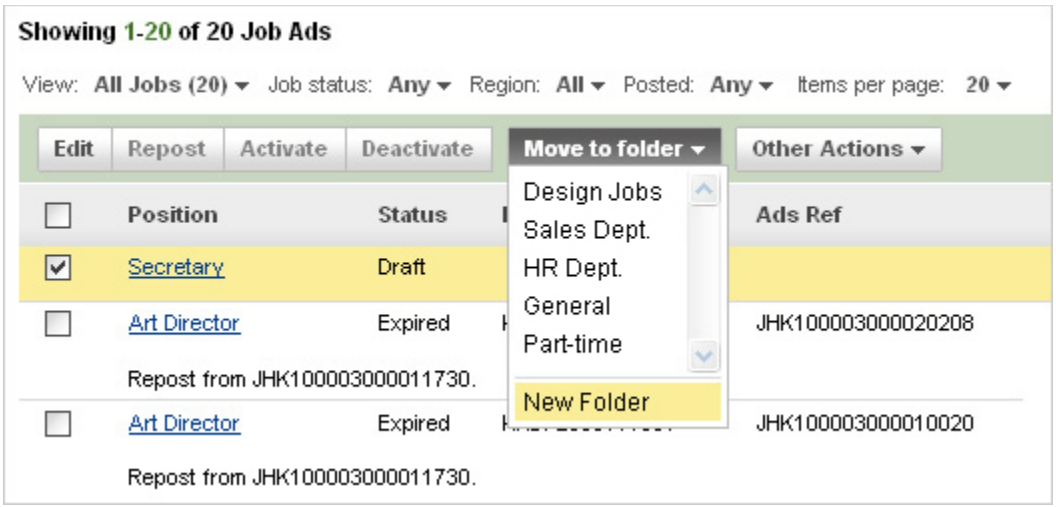
Edit Job Ad

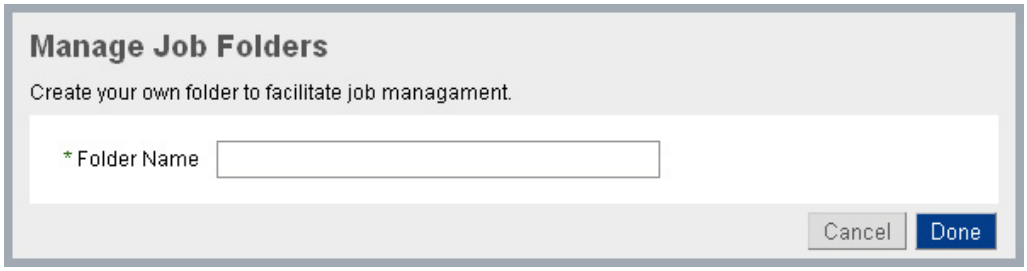
Sometimes you may need to edit a job posting to refine the job description, candidate requirements or other details. To edit a job posting, check the box of the job posting and click the **Edit** button.



Create Job Folder

You can create your own job folders, and move job posting records to them, rename them or delete them freely. To create a new job folder, go to **Move to folder** menu and then choose **New Folder**:



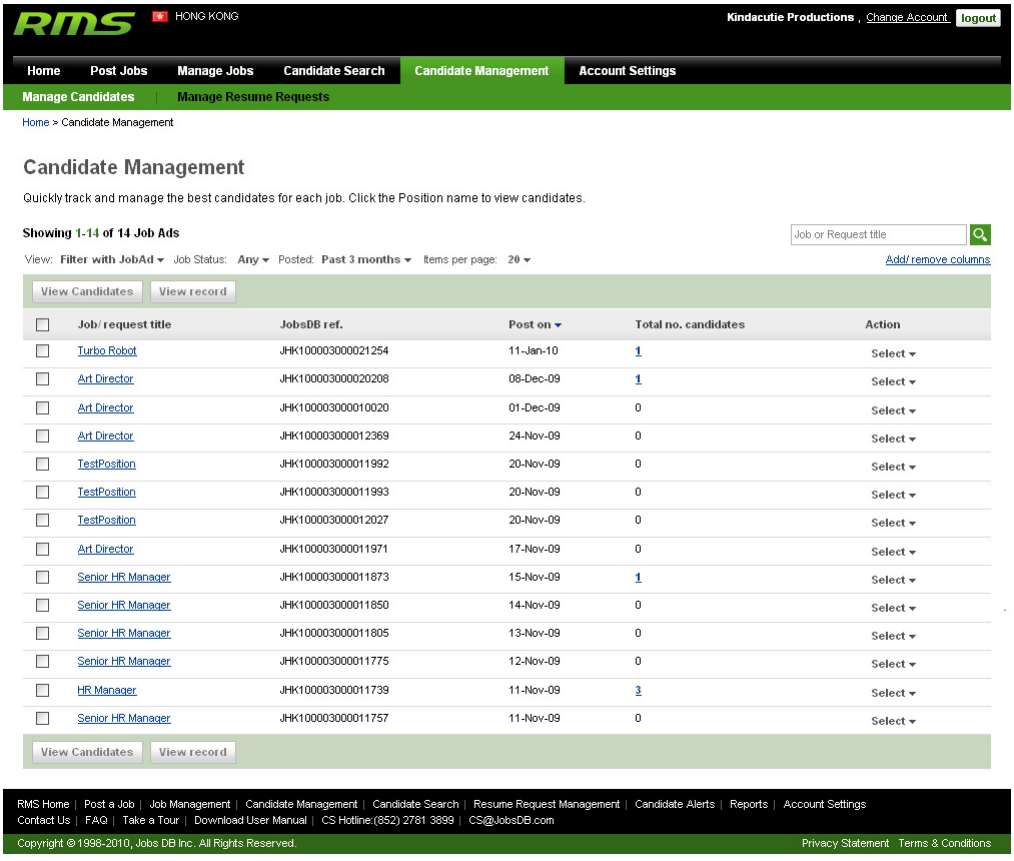


5

Manage Candidates

Manage Job Applications & Approved Resume Requests

You can view and manage the job applications and approved resume requests in the Candidate Management module.


RMS
HONG KONG
Kindacutie Productions , Change Account logout
Home
Post Jobs
Manage Jobs
Candidate Search
Candidate Management
Account Settings
Manage Candidates | Manage Resume Requests
Home > Candidate Management
Candidate Management
Quickly track and manage the best candidates for each job. Click the Position name to view candidates.
Showing 1-14 of 14 Job Ads
Job or Request title
View: Filter with JobAd Job Status: Any Posted: Past 3 months Items per page: 20
Add/ remove columns
View Candidates
View record
Job/ request title
JobsDB ref.
Post on
Total no. candidates
Action
Turbo Robot JHK100003000021254 11-Jan-10 1 Select
Art Director JHK100003000020208 08-Dec-09 1 Select
Art Director JHK100003000010020 01-Dec-09 0 Select
Art Director JHK100003000012369 24-Nov-09 0 Select
TestPosition JHK100003000011992 20-Nov-09 0 Select
TestPosition JHK100003000011993 20-Nov-09 0 Select
TestPosition JHK100003000012027 20-Nov-09 0 Select
Art Director JHK100003000011971 17-Nov-09 0 Select
Senior HR Manager JHK100003000011873 15-Nov-09 1 Select
Senior HR Manager JHK100003000011850 14-Nov-09 0 Select
Senior HR Manager JHK100003000011805 13-Nov-09 0 Select
Senior HR Manager JHK100003000011775 12-Nov-09 0 Select
HR Manager JHK100003000011739 11-Nov-09 3 Select
Senior HR Manager JHK100003000011757 11-Nov-09 0 Select
View Candidates
View record
RMS Home | Post a Job | Job Management | Candidate Management | Candidate Search | Resume Request Management | Candidate Alerts | Reports | Account Settings
Contact Us | FAQ | Take a Tour | Download User Manual | CS Hotline:(852) 2781 3899 | CS@JobsDB.com
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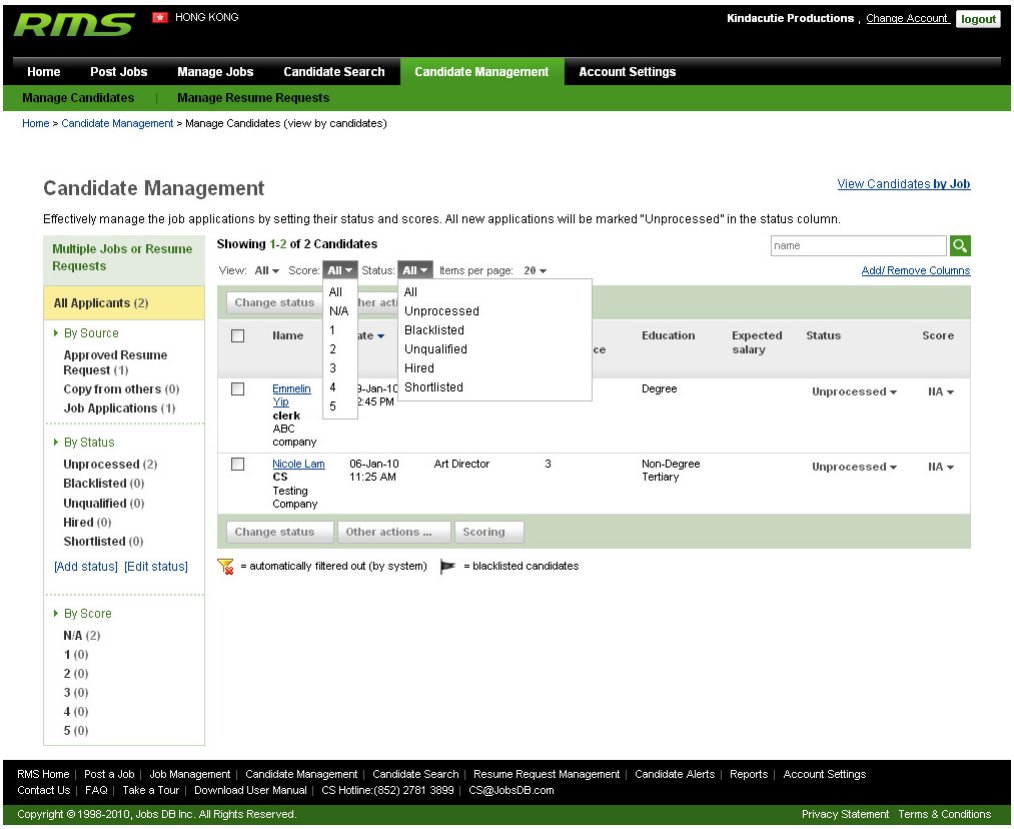
Privacy Statement Terms & Conditions

Manage Job Applications & Approved Resume Requests by Status and Score

In the job applications and approved resume requests view, you can manage the records by using the status and score drop-down menus:



View and Manage Filtered-out Candidates

If you had set up candidate filter during job posting and there are candidates who don't fit your criteria, their job applications will be filtered out by the system automatically.

To view and manager the filtered out candidates, click the **Unqualified** link on the left hand side.

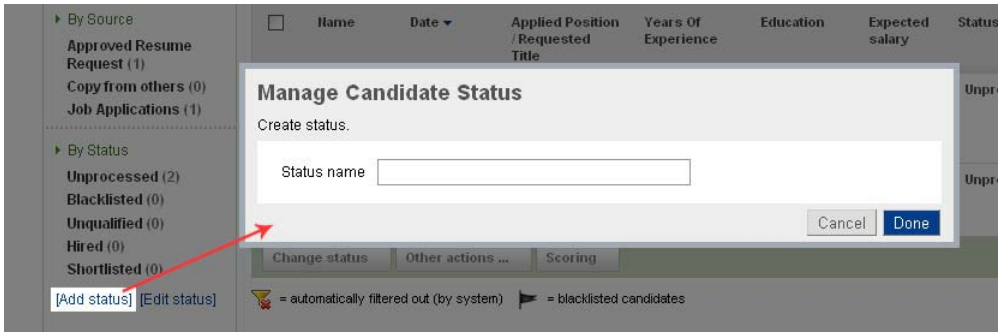
View and Manage Blacklisted Candidates

If you had blacklisted candidates, their job applications will not be displayed in the typical views.

To view and manage blacklisted candidates, click the Blacklisted Candidates link on the left hand side:

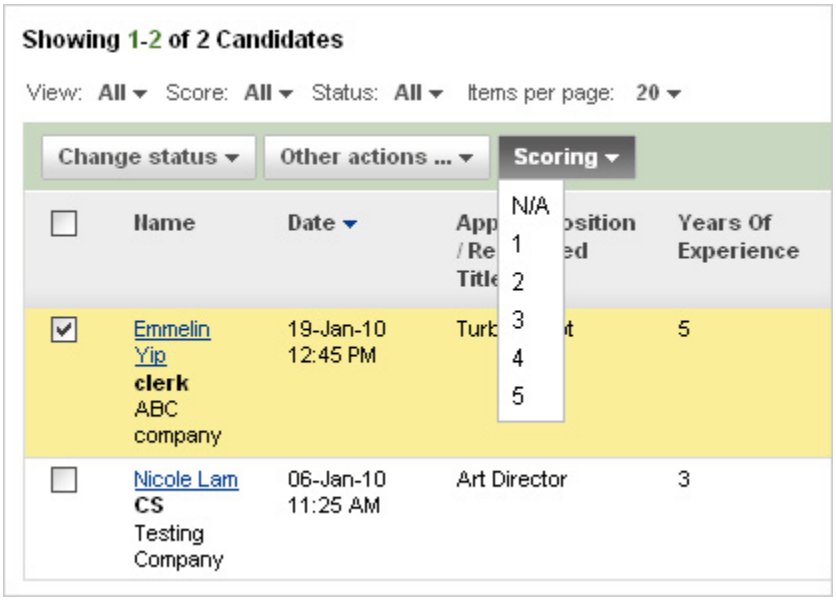
Create a Customized Status

To create a new status, click the Add button on the left hand side menu:



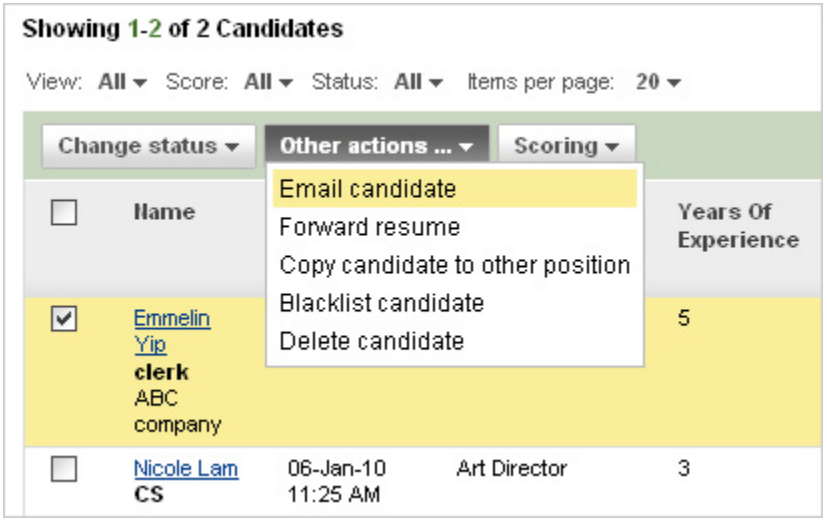
Scoring Candidates

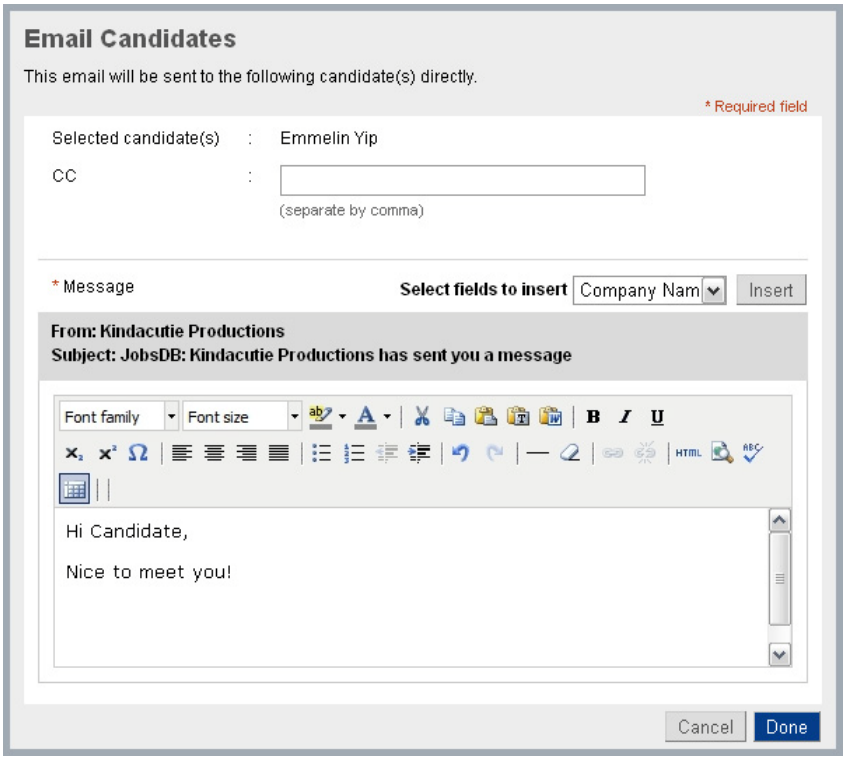
In the new version of RMS, you can give a job application / approved resume request a score, ranging from 1 to 5, to indicate the quality / job applicability of the candidate. You can simply select a score from the drop-down menu.



Email Candidates

You can send an e-mail to one or more candidates by clicking the **other actions** button and selecting **E-mail Candidate** in the menu.





6

Manage Resume Requests

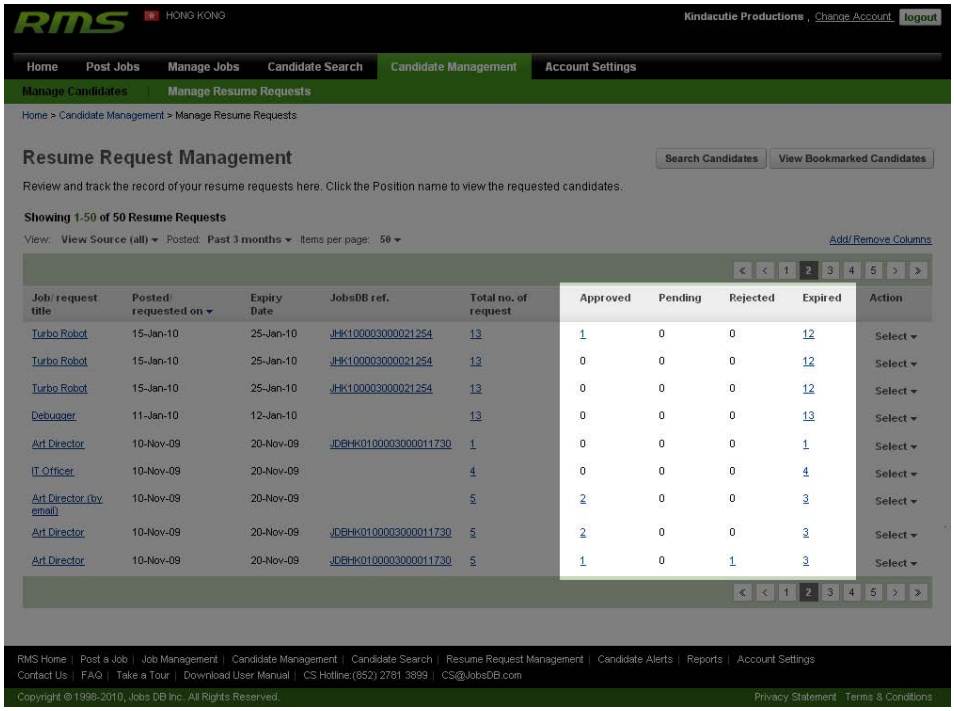
Handle Resume Request Responses

Once you have requested a candidate's full resume, the status of the resume request will be stated as **Pending** until the candidate responds. You will get two different responses from candidates:

Approved –candidate agrees to show you his/her full resume. You will receive e-mail with the full resume once you get an approved resume request and 1 credit will be deducted from the resume request package. The status of the resume request will be changed to **Approved**.

Rejected –candidate does not agree to show you his/her full resume. You will receive e-mail notification once you get a rejected resume request and NO credit will be deducted. The status of the resume request will be changed to **Rejected**.

In some cases, candidate did not give response within your specified time frame. Once the active day has passed, the status of the resume request will be changed to **Expired**.


RMS
HONG KONG
Kindacutie Productions , Change Account logout
Home
Post Jobs
Manage Jobs
Candidate Search
Candidate Management
Account Settings
Manage Candidates
Manage Resume Requests
Home > Candidate Management > Manage Resume Requests
Resume Request Management
Search Candidates
View Bookmarked Candidates
Review and track the record of your resume requests here. Click the Position name to view the requested candidates.
Showing 1-50 of 50 Resume Requests
View: View Source (all) Posted: Past 3 months Items per page: 50
Add/ Remove Columns
Job/ request title
Posted/ requested on
Expiry Date
JobsDB ref.
Total no. of request
Approved
Pending
Rejected
Expired
Action
Turbo Robot 15-Jan-10 25-Jan-10 JHK100003000021254 13 1 0 0 12 Select
Turbo Robot 15-Jan-10 25-Jan-10 JHK100003000021254 13 0 0 0 12 Select
Turbo Robot 15-Jan-10 25-Jan-10 JHK100003000021254 13 0 0 0 12 Select
Debugger 11-Jan-10 12-Jan-10 13 0 0 0 13 Select
Art Director 10-Nov-09 20-Nov-09 JDBHK0100003000011730 1 0 0 0 1 Select
IT Officer 10-Nov-09 20-Nov-09 4 0 0 0 4 Select
Art Director (by email) 10-Nov-09 20-Nov-09 5 2 0 0 3 Select
Art Director 10-Nov-09 20-Nov-09 JDBHK0100003000011730 5 2 0 0 3 Select
Art Director 10-Nov-09 20-Nov-09 JDBHK0100003000011730 5 1 0 1 3 Select
RMS Home | Post a Job | Job Management | Candidate Management | Candidate Search | Resume Request Management | Candidate Alerts | Reports | Account Settings
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Cancel Your Resume Requests

You can cancel the resume request anytime and no credit will be deducted. Candidate will be notified by email about the cancellation.

7

Search Candidates

Search for the Right Candidates

Candidates can set the resume as completely searchable (Public), partially searchable (Searchable but hide my identity) or not searchable (Private):

Public

The content of the resume is totally searchable by employers, including all the personal information and working history of the job seeker.

Searchable but hide my identity

The resume is partially searchable by employers. Employers will not be able to view the personal information and the last employment record of the job seeker.

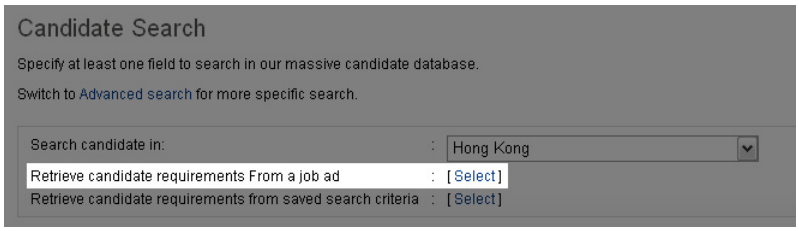
Private

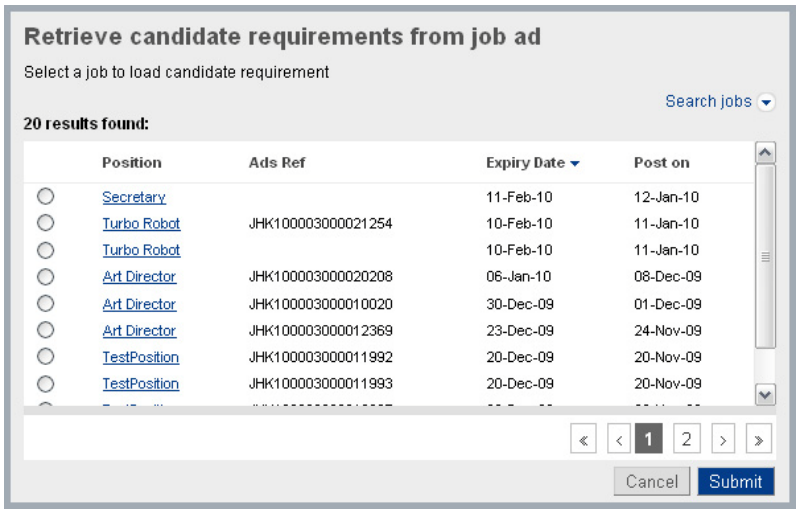
The resume is not searchable by employers.

Note: Some regions will not have "Public" resume as complying with their privacy legislations. Each job seeker can have only one resume set as "Public" or "Searchable but hide my identity" for each region.

Start Candidate Search

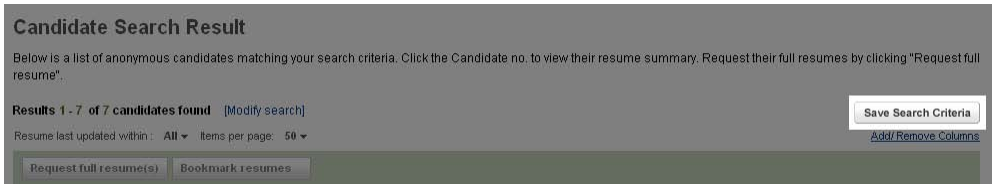
To simplify the candidate search process, you may use the requirements from an existing job ad. Simply click the **Select** link in the **Retrieve candidate requirements from a job ad**, and select the job ad in the pop-up layer:

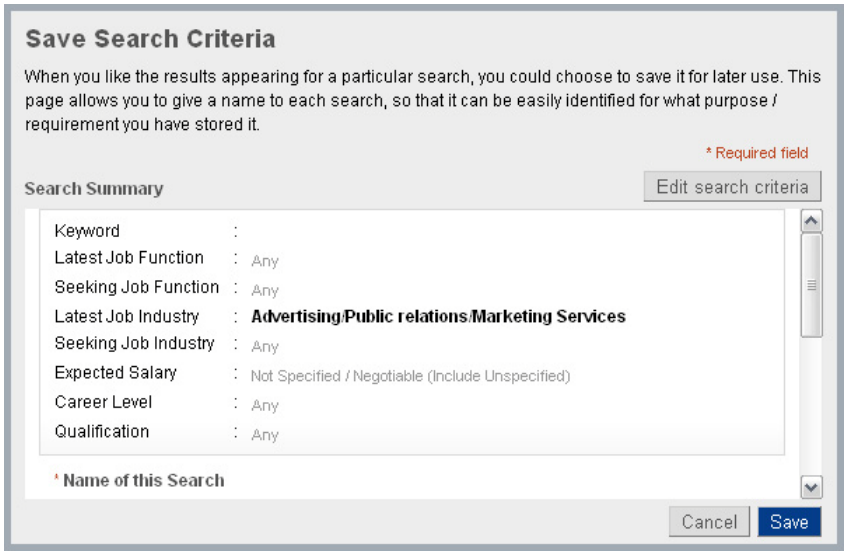

Candidate Search
Specify at least one field to search in our massive candidate database.
Switch to Advanced search for more specific search.
Search candidate in: : Hong Kong
Retrieve candidate requirements From a job ad : [Select]
Retrieve candidate requirements from saved search criteria : [Select]



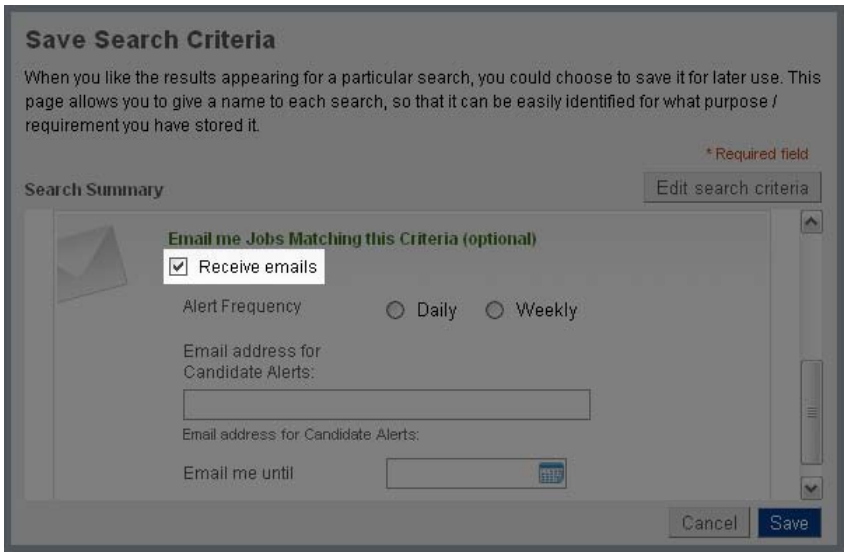
Save your Candidate Search Criteria

If you perform candidate search with similar criteria at a regular basis, you may save your search criteria. Perform your candidate search as usual, and then click the **Save Search** button on the Search Results page.


Candidate Search Result
Below is a list of anonymous candidates matching your search criteria. Click the Candidate no. to view their resume summary. Request their full resumes by clicking "Request full resume".
Results 1 - 7 of 7 candidates found [Modify search]
Save Search Criteria
Resume last updated within : All Items per page: 50
Add/Remove Columns
Request full resume(s)
Bookmark resumes

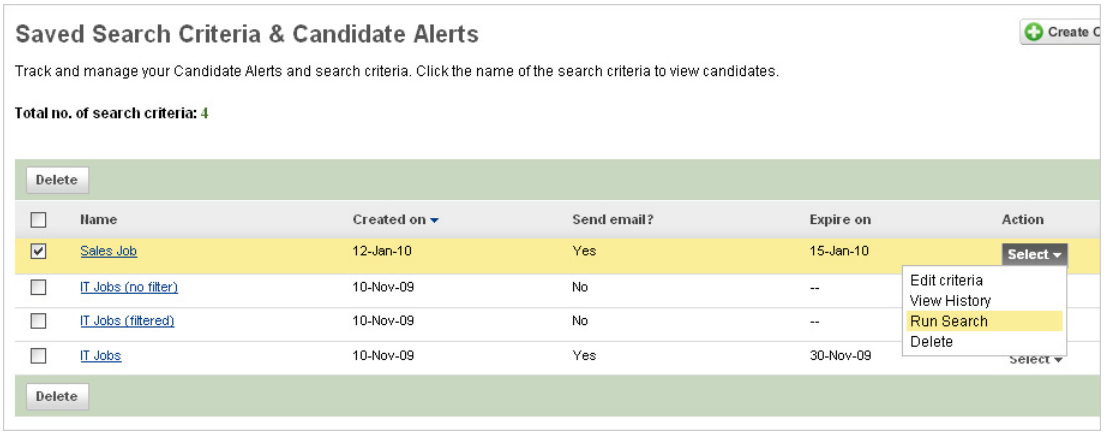

Save Search Criteria
When you like the results appearing for a particular search, you could choose to save it for later use. This page allows you to give a name to each search, so that it can be easily identified for what purpose / requirement you have stored it.
* Required field
Search Summary
Edit search criteria
Keyword :
Latest Job Function : Any
Seeking Job Function : Any
Latest Job Industry : Advertising/Public relations/Marketing Services
Seeking Job Industry : Any
Expected Salary : Not Specified / Negotiable (Include Unspecified)
Career Level : Any
Qualification : Any
* Name of this Search
Cancel
Save

If you would like to receive Candidate Alerts based on your criteria, check **E-mail me candidates matching this criteria** and enter the email address to receive the alerts.


Save Search Criteria
When you like the results appearing for a particular search, you could choose to save it for later use. This page allows you to give a name to each search, so that it can be easily identified for what purpose / requirement you have stored it.
* Required field
Search Summary
Edit search criteria
Email me Jobs Matching this Criteria (optional)
Receive emails
Alert Frequency
Daily
Weekly
Email address for Candidate Alerts:
Email address for Candidate Alerts:
Email me until
Cancel
Save

Run a Saved Candidate Search

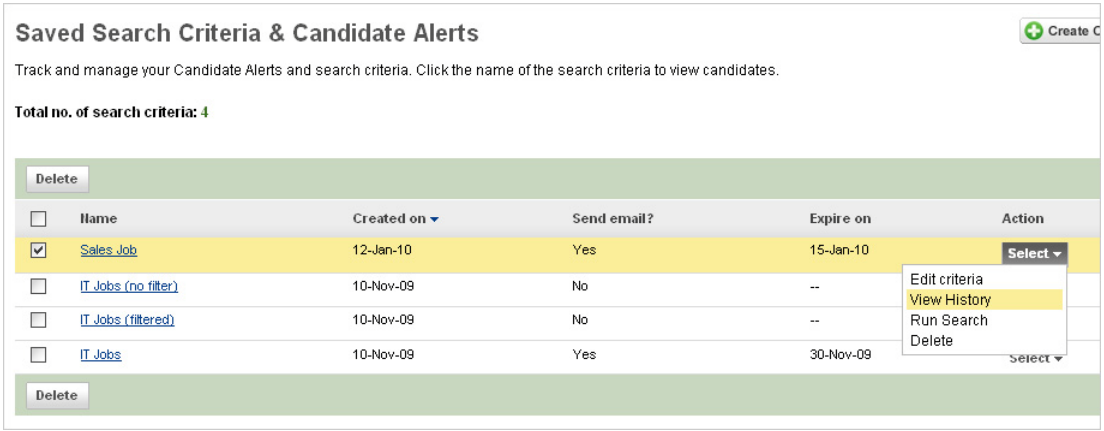
To run a saved candidate search, simply click **Run Search** under Action:



View Resumes from Candidate Alerts

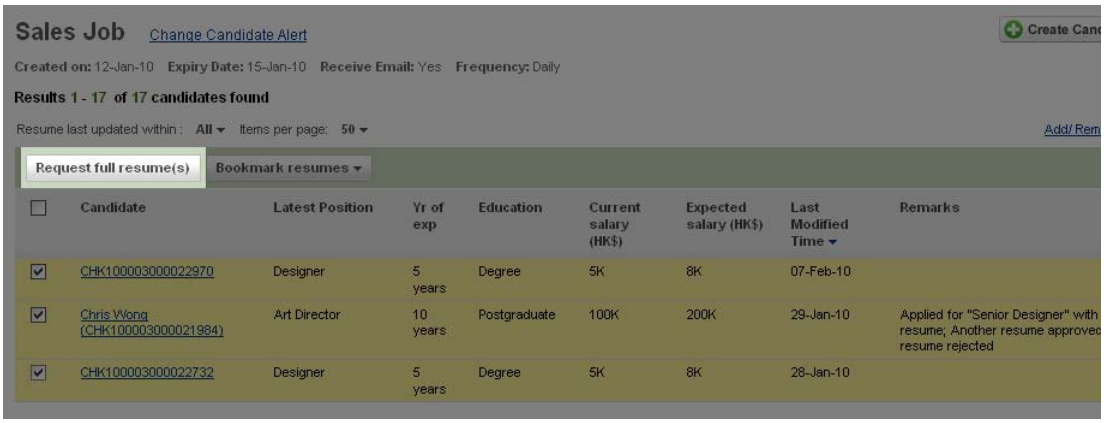
If you have subscribed to e-mail notification, you will receive email notification on resumes found based on your criteria at the frequency (daily or weekly) that you specified.

You may access the brief resume under **Candidate Search**-> **Saved Search Criteria & Candidate Alerts**. Choose the **Name of the Candidate Alerts** and click on the **View History** under the **Action** menu.



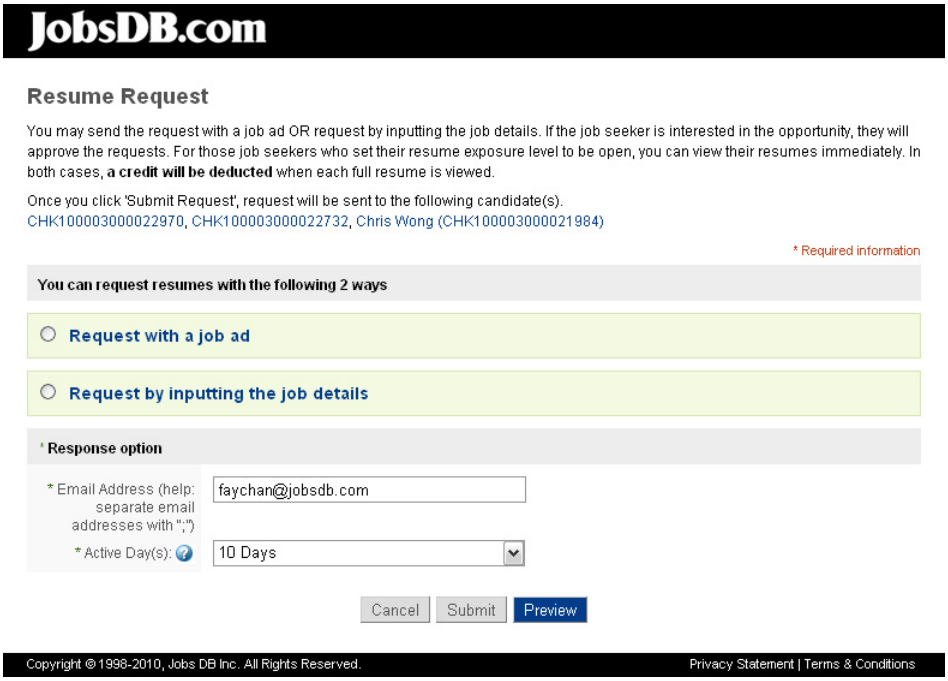
Send out Resume Requests

If you are interested in some of the resumes and would like to invite the candidates to consider your company's job, you may send them requests to view their full resumes. Choose the candidates, and then click the **Request Resume** button.



In the Resume Request page, you will have two options:

Request with an active job ad –send the request by attaching a job ad of your company.
Request by inputting the job details – send the request when there is no active job ad.


JobsDB.com
Resume Request
You may send the request with a job ad OR request by inputting the job details. If the job seeker is interested in the opportunity, they will approve the requests. For those job seekers who set their resume exposure level to be open, you can view their resumes immediately. In both cases, a credit will be deducted when each full resume is viewed.
Once you click 'Submit Request', request will be sent to the following candidate(s).
CHK100003000022970, CHK100003000022732, Chris Wong (CHK100003000021984)
* Required information
You can request resumes with the following 2 ways
Request with a job ad
Request by inputting the job details
* Response option
* Email Address (help: separate email addresses with ";")
faychan@jobsdb.com
* Active Day(s):
10 Days
Cancel
Submit
Preview
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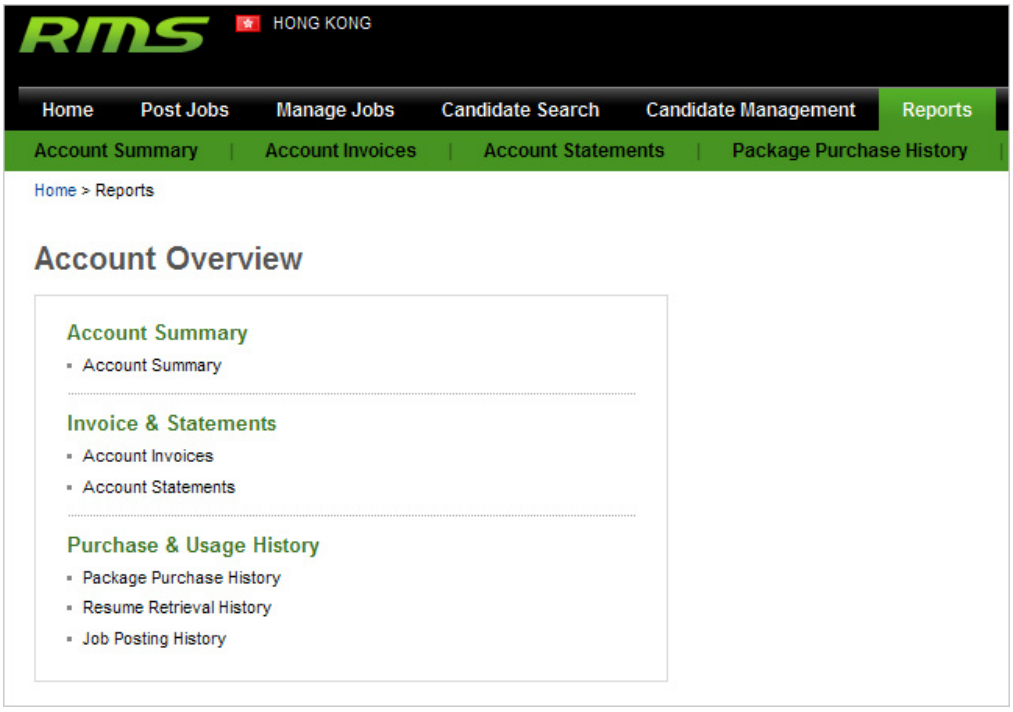
Privacy Statement | Terms & Conditions

In both cases, you need to specify the e-mail address for receiving candidates' responses, and **Active Day**(s) for candidates to response.

8

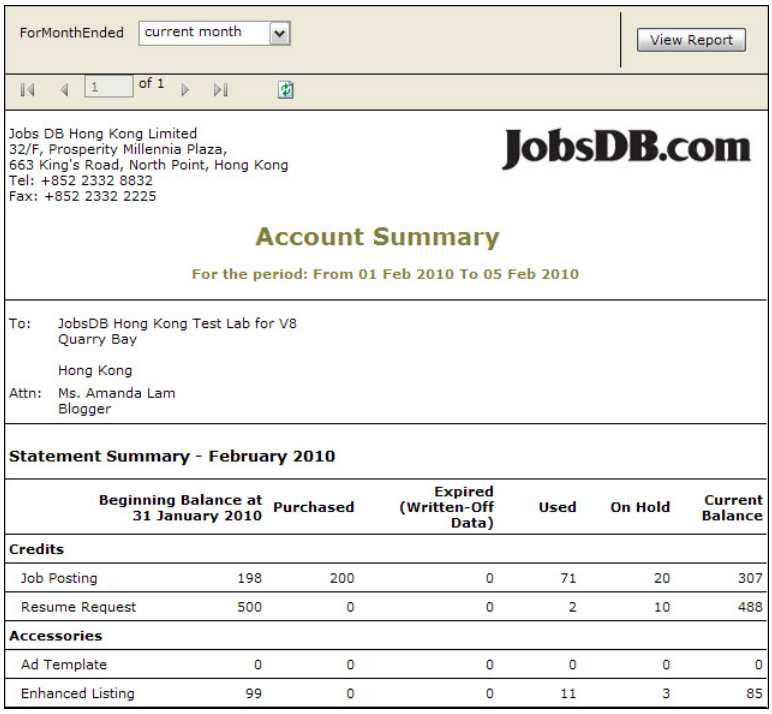
View Account Reports

In the new version of RMS, you can view the account reports anywhere / anytime you want, and they include account summary, invoice, account statements, resume request credit usage and job posting usage. To view the reports, click **Reports** on the RMS top panel.



View your Account Summary

Account Summary shows the detailed information of your job posting, accessory and resume request usage.



ForMonthEnded current month View Report

1 of 1

Jobs DB Hong Kong Limited
32/F, Prosperity Millennia Plaza,
663 King's Road, North Point, Hong Kong
Tel: +852 2332 8832
Fax: +852 2332 2225

JobsDB.com

Account Summary

For the period: From 01 Feb 2010 To 05 Feb 2010

To: JobsDB Hong Kong Test Lab for V8
Quarry Bay

Hong Kong

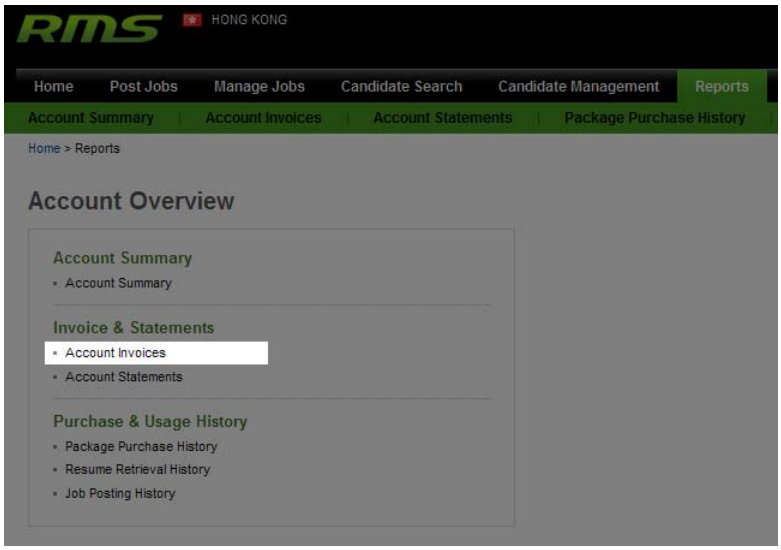
Attn: Ms. Amanda Lam
Blogger

Statement Summary - February 2010

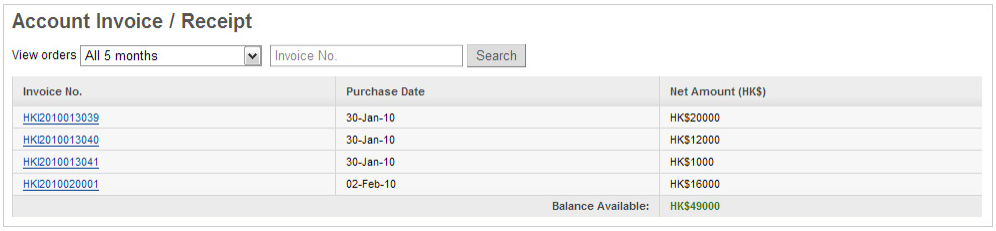
	Beginning Balance at 31 January 2010	Purchased	Expired (Written-Off Data)	Used	On Hold	Current Balance
Credits						
Job Posting	198	200	0	71	20	307
Resume Request	500	0	0	2	10	488
Accessories						
Ad Template	0	0	0	0	0	0
Enhanced Listing	99	0	0	11	3	85

View your Invoices

Invoices will be issued when a package or an accessory is purchased from JobsDB.com. You can view the invoice by going to **Account invoices / receipts** under **Reports**:



Invoices of the past six months will be shown:



To view the details of an invoice, click the link in the Invoice No. column:

Jobs DB Hong Kong Limited
32/F, Prosperity Millennia Plaza,
663 King's Road, North Point, Hong Kong
Tel: +852 2332 8832
Fax: +852 2332 2225

JobsDB.com

Invoice

To: JobsDB Hong Kong Test Lab for V8
Quarry Bay
Hong Kong
Attn: Ms. Amanda Lam
Blogger

Account No.: 31808
Invoice Date: 30 Jan 2010
Invoice No.: HKI2010013039

Package Code / Start Date	Package Description / Expiry Date	Job	Resume	Qty.	Gross Amt (HK$)	Discount Rate	Discount Amt (HK$)	Net Amt (HK$)
UATJP	Job Posting+Resume Requet 100							
30 Jan 2010	29 Jul 2010	100	100	-	20,000.00			20,000.00
								20,000.00
							Discount Amount (0.00%)	0.00
							Total Amount Due	20,000.00

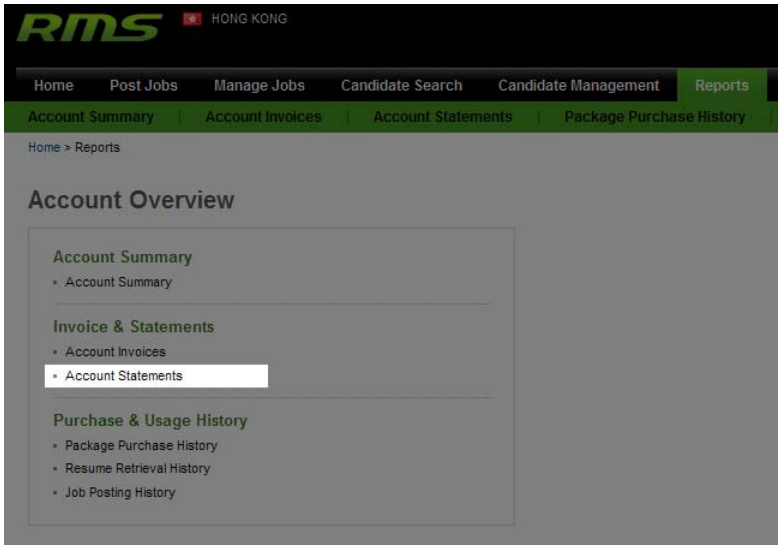
Please monitor the progress of your usage to avoid your credit balance from being written off.

Total Amount Due: **HK$ 20,000.00**
Invoice Due Date: **06 Feb 2010**
Payment Terms: Full payment is to be made within 7 days from the day the subscription is confirmed.
Remarks: Please issue cheque payable to Jobs DB Hong Kong Ltd.

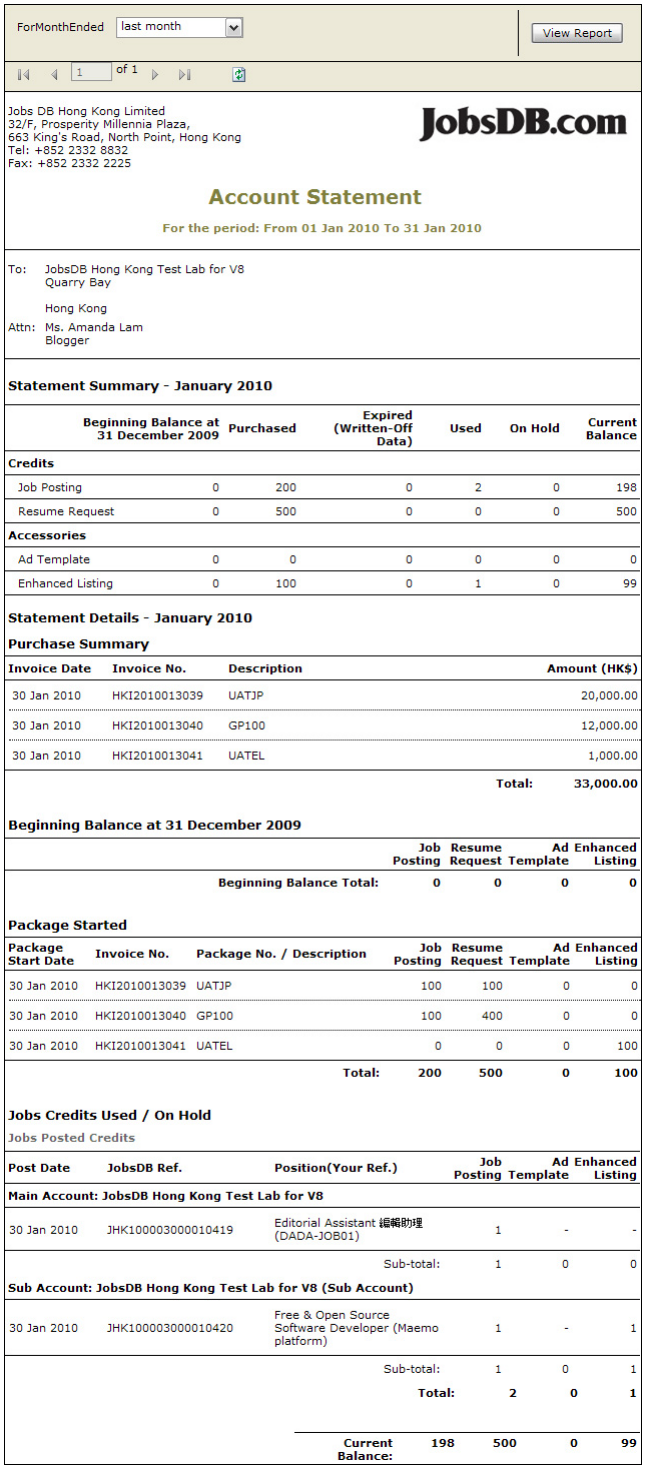
This is a computer-generated invoice. No signature is required.

View your Account Statements

In the account statements section, you will see the account's summary and the detailed transaction record. Just go to **Account Statements** under **Reports**:



A list of account statement records, listed by their issue month in descending order, will be shown. Select the statement period to view the details:



ForMonthEnded last month View Report

1 of 1

Jobs DB Hong Kong Limited
32/F, Prosperity Millennia Plaza,
663 King's Road, North Point, Hong Kong
Tel: +852 2332 8832
Fax: +852 2332 2225

JobsDB.com

Account Statement

For the period: From 01 Jan 2010 To 31 Jan 2010

To: JobsDB Hong Kong Test Lab for V8
Quarry Bay

Hong Kong

Attn: Ms. Amanda Lam
Blogger

Statement Summary - January 2010

	Beginning Balance at 31 December 2009	Purchased	Expired (Written-Off Data)	Used	On Hold	Current Balance
Credits						
Job Posting	0	200	0	2	0	198
Resume Request	0	500	0	0	0	500
Accessories						
Ad Template	0	0	0	0	0	0
Enhanced Listing	0	100	0	1	0	99

Statement Details - January 2010

Purchase Summary

Invoice Date	Invoice No.	Description	Amount (HK$)
30 Jan 2010	HKI2010013039	UATJP	20,000.00
30 Jan 2010	HKI2010013040	GP100	12,000.00
30 Jan 2010	HKI2010013041	UATEL	1,000.00
		Total:	**33,000.00**

Beginning Balance at 31 December 2009

	Job Posting	Resume Request	Ad Template	Enhanced Listing
Beginning Balance Total:	**0**	**0**	**0**	**0**

Package Started

Package Start Date	Invoice No.	Package No. / Description	Job Posting	Resume Request	Ad Template	Enhanced Listing
30 Jan 2010	HKI2010013039	UATJP	100	100	0	0
30 Jan 2010	HKI2010013040	GP100	100	400	0	0
30 Jan 2010	HKI2010013041	UATEL	0	0	0	100
		Total:	**200**	**500**	**0**	**100**

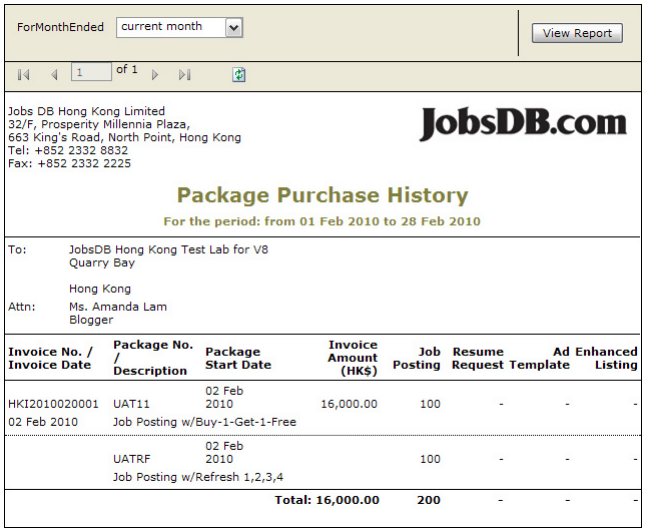
Jobs Credits Used / On Hold

Jobs Posted Credits

Post Date	JobsDB Ref.	Position(Your Ref.)	Job Posting	Ad Template	Enhanced Listing
Main Account: JobsDB Hong Kong Test Lab for V8					
30 Jan 2010	JHK100003000010419	Editorial Assistant 編輯助理 (DADA-JOB01)	1	-	-
		Sub-total:	1	0	0
Sub Account: JobsDB Hong Kong Test Lab for V8 (Sub Account)					
30 Jan 2010	JHK100003000010420	Free & Open Source Software Developer (Maemo platform)	1	-	1
		Sub-total:	1	0	1
		Total:	**2**	**0**	**1**
		Current Balance:	**198**	**500**	**0**	**99**

View your Package Purchase History

This report provides the detail information of packages and accessories purchased. Go to **Package Purchase History** under **Reports**, and then a list of purchase records will be displayed.



ForMonthEnded current month View Report

1 of 1

Jobs DB Hong Kong Limited
32/F, Prosperity Millennia Plaza,
663 King's Road, North Point, Hong Kong
Tel: +852 2332 8832
Fax: +852 2332 2225

JobsDB.com

Package Purchase History

For the period: from 01 Feb 2010 to 28 Feb 2010

To: JobsDB Hong Kong Test Lab for V8
Quarry Bay
Hong Kong
Attn: Ms. Amanda Lam
Blogger

Invoice No. / Invoice Date	Package No. / Description	Package Start Date	Invoice Amount (HK$)	Job Posting	Resume Request	Ad Template	Enhanced Listing
HKI2010020001 02 Feb 2010	UAT11 Job Posting w/Buy-1-Get-1-Free	02 Feb 2010	16,000.00	100	-	-	-
	UATRF Job Posting w/Refresh 1,2,3,4	02 Feb 2010		100	-	-	-
			Total: 16,000.00	**200**	-	-	-

View your Resume Retrieval History

Here you will see the history of your resume requests. Go to **Resume Retrieval History** under **Reports:**

ForMonthEnded Current Month View Report

1 of 1

Jobs DB Hong Kong Limited
32/F, Prosperity Millennia Plaza,
663 King's Road, North Point, Hong Kong
Tel: +852 2332 8832
Fax: +852 2332 2225

JobsDB.com

Resume Retrieval History

For the period: from 01 Feb 2010 to 05 Feb 2010

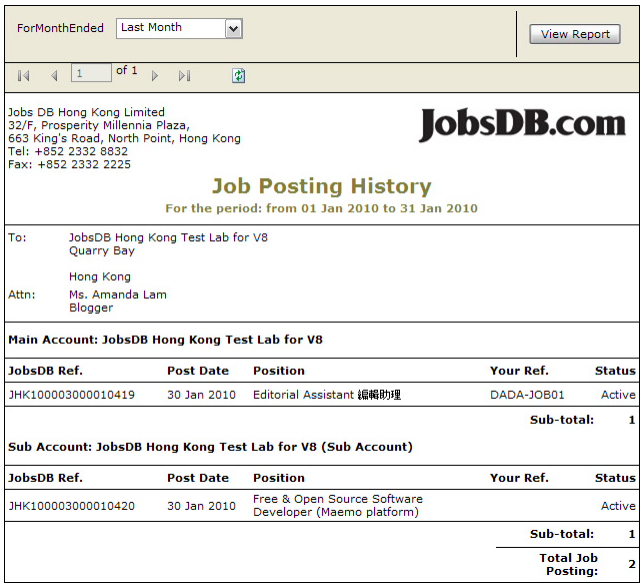
To: JobsDB Hong Kong Test Lab for V8
Quarry Bay
Hong Kong
Attn: Ms. Amanda Lam
Blogger

Main Account: JobsDB Hong Kong Test Lab for V8

Request Date	Response Date	Job Seeker's Name	Position	Request No.
04 Feb 2010	04 Feb 2010	So Cheuk Kit	Editorial Assistant 編輯助理 (Gold Package but No Company Name)	100003000010006
05 Feb 2010	05 Feb 2010	Ho Kit Foo, Keith	Writer	100003000010013
			Sub-total:	2
			Total Resume Retrieval:	2

View your Job Posting History

Here shows the history of the job postings, and you can view it by going to **Job Posting History** under **Reports**:



ForMonthEnded Last Month | View Report

1 of 1

Jobs DB Hong Kong Limited
32/F, Prosperity Millennia Plaza,
663 King's Road, North Point, Hong Kong
Tel: +852 2332 8832
Fax: +852 2332 2225

JobsDB.com

Job Posting History

For the period: from 01 Jan 2010 to 31 Jan 2010

To: JobsDB Hong Kong Test Lab for V8
Quarry Bay

Hong Kong

Attn: Ms. Amanda Lam
Blogger

Main Account: JobsDB Hong Kong Test Lab for V8

JobsDB Ref.	Post Date	Position	Your Ref.	Status
JHK100003000010419	30 Jan 2010	Editorial Assistant 編輯助理	DADA-JOB01	Active
			Sub-total:	**1**

Sub Account: JobsDB Hong Kong Test Lab for V8 (Sub Account)

JobsDB Ref.	Post Date	Position	Your Ref.	Status
JHK100003000010420	30 Jan 2010	Free & Open Source Software Developer (Maemo platform)		Active
			Sub-total:	**1**
			Total Job Posting:	**2**

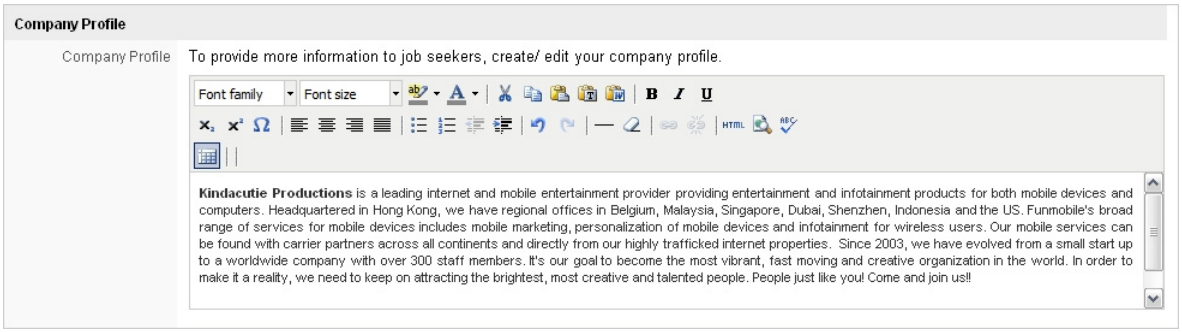
9

Configure your Account

Under Account Settings, you can manage your company profile, newsletter subscription and other settings.

Manage your Company Profile

When you post a job, company description is needed so that candidates get to know more about your company. You can pre-set it in the Account Settings and you don't have to input it every time when you post a job. Enter your company description in the **Company Profile** editor, and click **Save**.


Company Profile
Company Profile
To provide more information to job seekers, create/ edit your company profile.
Font family
Font size
Kindacutie Productions is a leading internet and mobile entertainment provider providing entertainment and infotainment products for both mobile devices and computers. Headquartered in Hong Kong, we have regional offices in Belgium, Malaysia, Singapore, Dubai, Shenzhen, Indonesia and the US. Funmobile's broad range of services for mobile devices includes mobile marketing, personalization of mobile devices and infotainment for wireless users. Our mobile services can be found with carrier partners across all continents and directly from our highly trafficked internet properties. Since 2003, we have evolved from a small start up to a worldwide company with over 300 staff members. It's our goal to become the most vibrant, fast moving and creative organization in the world. In order to make it a reality, we need to keep on attracting the brightest, most creative and talented people. People just like you! Come and join us!!

Manage your Newsletter Subscription Settings

JobsDB.com sends out electronic newsletters to employers regularly via email. When you choose to receive the e-newsletters, it means you'll get the latest news on special offers from JobsDB or advertisers related to the recruitment market at the beginning of each month.

You may specify your preference under the **Newsletter Subscription** section. Click **Save** to save the changes.

Manage your Email Format Settings

You can choose the email format in plain-text or in HTML format in the **E-mail Format** section.

HTML e-mails have richer text formatting and images, but some e-mail programs and servers do not process and display them correctly. Once you have made the selection, click **Save**.

Change your Password

For security reasons, you are recommended to change your password regularly.

To change your password, click **Change Password** in the **Account Settings** page. After entering the old and new passwords, click **Save** to save your new password. The new password will be effective immediately.